CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK0752
Classification Specification: FIELD SUPERVISOR
Salary Range:TM34
Position Description: <u>Maintenance Supervisor – Facilities</u>
Incumbent:
Location: Parks - Facilities Division

GENERAL PURPOSE:

Under the direction of the Facilities Superintendent, incumbent plans, organizes and supervises the daily activities and operations of the Maintenance Unit in the Facilities Division of the Parks Department.

Work is characterized by supervisory, technical and skilled maintenance tasks such as: schedule, assign, supervise, conduct performance evaluations and approve/schedule employee leave time of assigned crews; analyze and resolve facilities problems; inspect facilities; complete daily paperwork; review plans for upcoming work; requisition materials; coordinate and set-up projects; investigate complaints; work with vendors; and attend pre-construction meetings.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews; making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing

complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Develop and maintain annual work plans with Facilities Superintendent, making adjustments and revisions throughout the year to reflect changing work loads; maintain files and records on facilities activities; maintain inventories necessary for maintenance functions.

Assist in budget preparation work; work closely within budget, monitoring expenditures and budget funds; provide cost estimates for budget regarding facilities maintenance programs.

Inspect buildings, walkways, and other areas within facility division responsibility; inform Facilities Superintendent of hazardous conditions per inspections or complaints and recommend appropriate action.

Schedule maintenance, repairs and installations of basic electrical circuits, fixtures and wiring as necessary.

Schedule maintenance and repairs of building exteriors and interiors, including door hardware, cabinets and shelving, partitions, general furniture repair or replacement.

Develop and maintain all building locking systems; oversee coring of locks, cutting keys, and assignment of keys Citywide; maintain key inventories and ensure that employees have access to assigned areas.

Schedule maintenance of walkways around buildings for clean and safe conditions.

Coordinate activities with available personnel; coordinate work with other departments and supervise work sites.

Attend pre-construction meetings; review and comment on blueprints; attend walk through inspections of construction projects and prepare a punch list.

Investigate, respond to and resolve incidents and complaints concerning the Maintenance Unit of the Facilities Division.

Work closely with an HVAC staff and/or contractor; report problems with heating and cooling systems.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

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PERIPHERAL DUTIES:

Fill in for Superintendent as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Current principals and practices of facilities maintenance and repair; and landscaping
- Methods, procedures, materials, equipment and tools used in building maintenance and repair; and landscaping
- Technical aspects of facilities maintenance and repair; and landscaping
- Maintenance and repair methods of heating and cooling systems
- Methods and techniques of landscaping, plumbing, electrical systems and mechanical systems including maintenance, basic construction, and remodeling
- Principles and procedures of preventative maintenance
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Time management skills
- Principals and practice of supervision and training
- Municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances
- Modern office practices, procedures and equipment including personal computers related software such as word processing and spreadsheets programs
- Statistical record-keeping techniques
- Research and analytical methods, practices and procedures
- Correct usage of English grammar, spelling, punctuation and vocabulary
- General mathematics, standard algebra formulas and percentage calculation conversions
- Applicable laws, codes, regulations, policies and procedures
- Principles and practices of governmental budgeting, accounting and purchasing procedures and practices
- Safety requirements and specifications of various types of vehicles and equipment

SKILLED IN:

- Performing technical tasks related to the Facilities Division
- Effectively operating equipment used in Facilities Division maintenance and repairs
- Effective use of oral and written communication skills
- Training, supervising and motivating employees

- Effectively using interpersonal skills in a tactful, patient and courteous manner
- Effectively organizing and expressing ideas through oral and written communications

ABILITY TO:

- Perform skilled tasks such as reading and/or drawing up fabrication plans, sketches, blueprints, maps, and schematics
- Monitor maintenance activities to assure efficient, safe, and effective working condition of Facilities Division
- Apply techniques of landscaping, maintaining and treating plant problems
- Interpret and utilize City policies, procedures and standards
- Monitor maintenance and repair activities to assure efficient, safe, and effective working condition of the Facilities Division
- Calculate complex cost and material estimates for proposed projects
- Maintain records and prepare reports
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work
- Meet schedules and time lines
- Establish and maintain effective working relationships with other employees, supervisors and the public
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Meet the physical requirements of the position
- Make good observations, use initiative and resourcefulness; deal with a variety of variables in situations where only limited standardization exists
- Read, comprehend, analyze, apply and explain general business correspondence and journals, technical procedures and policies, procedures, and regulations
- Write reports, business correspondence and procedure manuals
- Effectively communicate orally, present information and respond to questions in one-on-one situations and from groups of managers, employees and the general public
- Add, subtract, multiply and divide
- Work independently with little direction

EDUCATION AND EXPERIENCE

Education: High school diploma, or equivalent, supplemented by two (2) years of post high school training or trade school in plumbing, electrical, or mechanical

systems; and

Experience: Five (5) years experience in basic plumbing, electrical, and mechanical systems, construction, and remodeling methods and techniques. At least one (1) of the five (5) years must include experience in a supervisory

capacity.

Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or ability to obtain within 30 days of employment
- Commercial Drivers License (CDL), Class A, with proper endorsements required by division
- Valid Washington State Pesticide/Herbicide operator's license
- Valid First Aid/CPR card
- Valid Traffic Control Flagging card
- New employees must successfully pass the City's pre-employment substance abuse screening
- New employees must successfully pass the City's physical agility screening
- New employees must successfully complete City's Defensive Driving Course; all employees must maintain an excellent driving record
- Welding certification and electrical experience desired

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in grounds and building maintenance including, but not limited to, riding mowers, power mowers, edgers, weedeaters, hedgetrimmers, pruners, trimmers, rakes, hammers, shovels, power aerators, rototiller, scraper, stump grinder, cement mixer, chipper, power sweeper, turf vacuum, chemical sprayer, fertilizer spreaders, saws, drills, jackhammers, ditchwitches and a variety of specialized and small power and hand tools.

Motorized vehicles including, but not limited to, heavy truck and heavy equipment. May also be required to operate and maintain assigned City vehicle.

Other equipment include hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, pesticide and herbicide spraying equipment and chemical resistant clothing.

May use typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax and copy machine, calculator and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk and hear. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an outdoor and/or indoor environment. While performing the outdoor duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places and wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in this work environment is usually loud.

While performing the indoor duties of this job, the employee is subject to frequent interruptions by walk-in employees, telephone calls and inter-office activities; and may be required to travel to different sites. The noise level in this work environment is usually quiet to moderate.

May be exposed to individuals who are irate or hostile. Some evening, weekend or holiday work may be required.

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SIGNATU	JRES:				
Incumbent's Signature Approvals:		Date	Supervisor's Signature	Date	
		Data	Employee Comisee Director	·/Designed Date	
Department Director/Designee		Date	Employee Services Director	Designee Date	
**Note:	This document will be reviewed and updated annually at the time of the employee performance appraisal; when this position becomes vacant; or, if the duties of the position are changed significantly.				

Revised: 07/24/02